



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS
2	<b>Job Classification</b>	Human Resources Supervisor
3	<b>Posting Number</b>	PN#113055
4	<b>Department</b>	Human Resources
5	<b>Division</b>	Benefits
6	<b>Section</b>	Administration/Eligibility
7	<b>Reporting Location</b>	611 Walker
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
<b>*Subject to change</b>		
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Supervise administrative functions in the implementation, direction and and coordination of benefits programs, plans, policies, and operating procedures relating to employees, retirees and dependents. Supervise the Benefits Eligibility and Administration Sections, comprised of nine employees. Supervise, coordinate, train and evaluate job assignments/performance of personnel. Supervise implementation and administration of city-sponsored benefits, programs, projects, and policies. Supervise day-to-day operations of five medical and two dental plans, life insurance, long term disability, dependent care reimbursement plan, healthcare flexible spending account, accrued leave donation program, the Transportation Program- parking and METRO transit, and three supplemental insurance policies. Supervise initiation of eligibility data for new employees; maintain and reconcile medical plan eligibility files; and supervise system input of data derived from the annual open enrollment. Coordinate special projects, participate in pre-post-retirement seminars; and, investigate and resolve unusual problems that employees encounter. Develop, interpret and revise procedures to enhance and improve operational efficiency and comply with TDI regulations; manage calls from employees and the general public that extend beyond the normal scope of subordinates' responsibilities.	
10	<b><u>WORKING CONDITIONS</u></b> There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting and temperature.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Four years of professional testing and administrative experience are required. A related Master's degree may substitute for two years of the experience requirements.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Must have a valid Texas driver's license and be in compliance with the City's policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> <ul style="list-style-type: none"><li>• Knowledge of the trends and developmental approach of HMOs, PPOs, and Medicare Advantage Plans;</li><li>• Knowledge of Section 125 and Section 213 of the Internal Revenue Code, and TDI regulations as regards; HMOs, DHMOs, Medicare Advantage Plans and life insurance;</li><li>• Knowledge of Medicare D and its correlation to HMOs and PPOs;</li><li>• Supervisory experience as it relates to benefits administration;</li><li>• Strong PC proficiency – Microsoft Word, Excel, Access</li><li>• Strong writing, verbal and interpersonal skills;</li><li>• Demonstrated commitment to personnel development; and,</li><li>• Knowledge of the city's GHRs and payroll systems;</li></ul> <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 24 \$1419 - \$2,677 Biweekly                      \$36,894 - \$69,602 Annually</div>	
18	<b><u>OPENING DATE</u></b>	August 30, 2006
19	<b><u>CLOSING DATE</u></b>	OTF
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.	

